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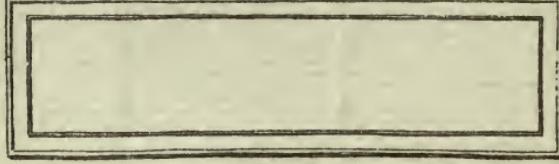
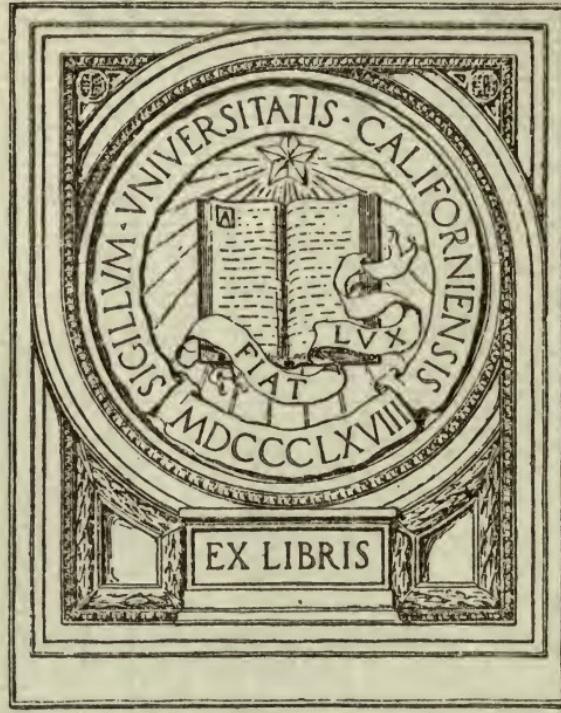
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HAROLD L. LEWIS, CAPTAIN INFANTRY
HEADQUARTERS 100th DEPOT BRIGADE
OF THE ARMY, WASH.

SPECIAL REGULATIONS NO. 69

Inspection Service of Armies
in the Field

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SPECIAL REGULATIONS NO. 69.

WAR DEPARTMENT,

WASHINGTON, October 13, 1917.

The following instructions relative to the inspection service of the armies in the field are published for the information and guidance of all concerned.

[062.12, A. G. O.]

BY ORDER OF THE SECRETARY OF WAR:

TASKER H. BLISS,

General, Chief of Staff.

OFFICIAL:

H. P. McCAIN,

The Adjutant General.

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INSPECTION SERVICE OF ARMIES IN THE FIELD.

SECTION I.

ASSIGNMENT AND DUTIES OF INSPECTORS.

1. Inspectors general and acting inspectors general are assigned by the War Department to the headquarters of geographical departments and to the headquarters of armies and army corps in the field, and by the commanding generals thereof to divisions. In the absence of such assignment, and to fill temporary vacancies, commanding generals of armies, army corps, divisions, and geographical departments may detail officers from their commands, reporting their action to The Adjutant General of the Army for the information of the War Department, such reports to be transmitted to the Inspector General of the Army for record.

2. In order to discharge his duties efficiently, an inspector should make himself familiar with everything relating to the different branches of service within the scope of his investigations. Industrious attention must therefore be given by him to the study of the regulations and laws for the government of the Army, the systems of instruction, and the general principles of the military profession. The sphere of inquiry of an inspector includes every branch of military affairs except when specially limited in orders or by the Army Regulations. The attention of inspectors is especially called to Articles LII, LIII, and LXVII, Army Regulations.

3. Upon arrival at his station an inspector general or acting inspector general will report to the commanding general in person. He will report to The Adjutant General of the Army as follows: Upon arrival at his station, his address, date of arrival, and authority for assignment; thereafter, any change of station, giving dates of departure and joining; and when going to or returning from a foreign station, date of departure from or of arrival in the continental limits of the United States and date of departure from or of arrival at the foreign station. He will in each instance send a copy of such report direct to the Inspector General of the Army.

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Department and other inspectors assigned to duty at department headquarters within the continental limits of the United States will forward direct to the Inspector General of the Army copies of all orders and itineraries as required by paragraph 880, Army Regulations.

4. An inspector will make known his orders or instructions to commanding or other officers whose troops and affairs he is directed to inspect, and these officers will see that every facility and assistance, including clerical aid and the use of an orderly, are provided if requested. When investigating accusations prejudicial to the character of an officer, he will make known their nature to the officer and give him an opportunity to make his own statement in writing, which he will append to his report. Copies or extracts from an inspection report reflecting upon or commending the character or efficiency of an officer may be furnished him by the commander to whom the report is submitted. In conducting an investigation which he has been ordered to make an inspector is authorized to administer oaths to witnesses.

5. An inspector will give orders only when specially authorized to do so. Such orders will be given in the name of the commander authorizing same. Commanding generals should authorize inspectors to give instructions necessary to insure the correction of deficiencies and irregularities in so far as remedial action rests within the command inspected, and matters so remedied should not be included in written reports.

6. When in the course of an inspection an inspector obtains confidential information respecting matters affecting the public service, he will communicate such information in an oral or written special report.

SECTION II.

INSPECTIONS OF TROOPS.

7. Inspections of troops will be so conducted as to inquire into every phase of their equipment, instruction, and administration. A portion at least of every inspection should consist of the observation of the troops during the execution of their regular schedule of instruction and training. The maximum number of officers and enlisted men permissible under the particular conditions of service will be present at the inspection under arms. Formal inspections under arms will be conducted as prescribed in the authorized drill regulations.

8. Inspections will embrace the following subjects: Whether there will be any officers or enlisted men in excess of the prescribed organization and how absentees are accounted for; the military bearing and appearance of the troops and their discipline; whether regularly mustered and paid and the date of last payment; whether guard-mounting, roll calls, and similar duties are held in proper form; whether company, battalion, and regimental inspections are frequently and regularly made, and by whom; the sufficiency and condition of the arms, equipments, and uniforms; of the field, siege, mountain, and machine guns, their carriages, tools, and accessories; of the riding equipments and harness, and whether well fitted; care of backs, necks, and feet of animals, their feeding, watering, grooming, and veterinary treatment, number serviceable and unserviceable, and whether there are any epidemic diseases among them; the kind and condition of air craft, and whether the aviation service is efficient; care of matériel; whether the troops are fully equipped for field service and soldiers' packs and surplus kit bags uniformly and properly packed; whether every officer and enlisted man has a first-aid packet and two identification tags; care of the feet of the men, the fitting of shoes and supply of footwear; the shelter and care of the troops (see F. S. R. 232-246); the police of tents, grounds, kitchens, latrines, and sinks; whether camps are well located, properly drained, and thoroughly policed; and the regulations as to camp sanitation observed; kind and suitability of incinerators; the condition

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of the water supply; the composition and instruction of camp guards, and the number of prisoners; whether the troops are proficient in the different drills, in the use of the bayonet as a fighting weapon and the saber in mounted and dismounted exercises; in the use of rifle and hand grenades; in target practice, the transmission of information (F. S. R. 36), pitching shelter tents, and first aid to the injured; the proficiency of mounted officers and enlisted men in riding and the suitability of the officers' mounts; the preparation of the food, and whether the troops are supplied with the prescribed baking, cooking, and mess outfits; the management of company or other exchanges, and whether all funds (company, Q. M. C., etc.) are legitimately expended and accounted for; whether the required books and records, including war diaries (F. S. R. 35) are properly kept and the required reports and returns rendered; whether the means of transportation, including field, pack, and combat trains, are sufficient, and the number of animals and vehicles serviceable and unserviceable; whether the amount of baggage of officers or organizations exceeds the field allowances; the efficiency of the supply service (rations, forage, etc.) and the ammunition service; and whether the quartermaster, medical, ordnance, engineer, and signal supplies are sufficient and in good condition; the sanitary service; the number of ambulances, litters, and travois serviceable and unserviceable; wearing of the Red Cross brassard (F. S. R. 353); the police and capacity of the hospital; number of sick and wounded, and whether they receive proper attention; the prevalence of epidemic diseases, and whether proper preventive measures are taken to guard against contagious and infectious diseases; whether all officers are zealous and intelligent, reporting any who are addicted to intemperance or gambling, or who frequent low company or are incapacitated in any way for active service; censorship maintained (F. S. R. 419-431); and field post office established (F. S. R. 432).

9. In the inspection of Infantry, the inspector will test the troops in reconnaissance and patrols; in security on the march and during halts; in the attack of an entrenched enemy; in the construction, attack, and defense of trenches, and in the use of special matériel and appliances of trench warfare; and in such other tactical exercises, including marches, appropriate to the size of the command and available terrain as may be expedient.

In the inspection of Field Artillery, the inspector will test the troops in the advance to and occupation of a position; in the construction of cover and concealment; in all the details of fire control and direction; and in the use of advance observers and means of communication.

In the inspection of Cavalry, the inspector will test the troops in reconnaissance and patrols; in security on the march and during halts; in the transmission of information, especially to the other arms; in the attack, mounted and dismounted; and in the use of Cavalry in trenches as Infantry.

In the inspection of coast defenses, the inspector will ascertain whether the companies are assigned to guns; whether the guns, carriages, appliances, ammunition, platforms, magazines, parapets, etc., are preserved in good order; whether magazines are frequently aired and the means prescribed for locating objects, and the control of the fire are in good working order. The entire garrison will be disposed for battle; a squadron of the enemy should be assumed, the leading ship being represented by some vessel approaching or leaving the harbor. The efficiency of all the elements of fire control, skill in aiming, supply of ammunition, and all the appliances of the coast defenses will be tested.

The object of all inspections of troops is to determine their readiness and preparation for war.

In the inspection of permanent posts and garrisons, the scope of the inspection will conform to the requirements of prescribed memoranda and the Army Regulations covering the subject.

INSPECTION SERVICE OF ARMIES IN THE FIELD.

SECTION III.

INSPECTION OF ADMINISTRATION, DISBURSEMENTS, AND ACCOUNTS.

10. In making these inspections the inspector will inquire as to the necessity, economy, and propriety of all disbursements, their strict conformity to the law appropriating the money, and whether the disbursing officers comply with the law and regulations in keeping the public funds, their accounts, and making their disbursements and deposits. Inspectors will observe whether or not disbursing officers are familiar with their duties, and are prompt, accurate, and courteous in conducting their business; whether issues and payments are made strictly in compliance with law; and whether any unauthorized funds are kept. Persons employed and things hired will be seen as far as practicable, and the necessity for their employment and hire established.

11. The following are the general instructions for making inspections of money accounts:

(a) The inspector will obtain from the inspector general of the division or department the lists of the disbursing officer's outstanding checks at date of last inspection and the balance of funds for which he was accountable at that date, showing the amount in each depositary and the cash on hand; also the Form 28, I. G. D., used by the last inspector. A new Form 28 for each depositary will be made up.

(b) He will require from the disbursing officer a statement of his money accounts since date of last inspection, and the distribution of his funds at date of present inspection on Form 3, I. G. D., with a list of his outstanding checks on Form 3a, I. G. D. (a separate list for each depositary), to include the last check embraced in the current inspection. The statement of his money accounts and each list of checks outstanding must be signed by the disbursing officer.

(c) The distribution of funds at date of inspection will be verified as follows:

The cash reported on hand will be counted. This should be done at the beginning of the inspection.

The number of the last check drawn included in the current inspection will be verified from the proper check book.

Amounts claimed as on deposit in the several depositaries will be verified as to date and amount from their statements made to the disbursing officer.

For amounts claimed as deposited since last statement, the disbursing officer should have receipts from the depositary notifying him of the credit.

Credit can not be claimed for funds in transit except for cash or checks en route from the disbursing officer to the depositary for his credit.

The list of checks now outstanding should be compared with the previous list, and all checks borne on new list as still outstanding may be checked as correct, and all other checks on new list should then be verified by their stubs or register of checks issued as to date, number, and amount, and all checks so out should be marked "O." The list of outstanding checks, after having been footed and amount compared with that entered on the statement will be forwarded immediately to the depositary as required by the instructions printed on the form.

(d) Check stubs or register of checks issued should be compared with the depositary statements of paid checks, commencing with the first check, as noted on Form 28. The stubs or register of checks issued of all checks reported paid by the depositary statement will be marked "V," and all canceled check stubs "X." That a canceled check has been forwarded must be shown by a receipt from the Auditor for the War Department. When all the checks of the current inspection are checked, the total amount of debits and the total amount of credits *since last inspection* will be entered, month by month, on Form 28. Amounts deposited, which are not shown on last depositary statement, will be entered on Form 28, as indicated. The total credits should check the total credits on Form 3, and the total debits, less outstanding checks last inspection, should check the total debits on Form 3, and the difference should be the balance due from that depositary. When checking up the stubs, or register of checks issued, care should be taken to note all checks issued for cash, for transfer to officers, and for deposits to the credit of the Treasurer of the United States, and a separate list made of each class. The total of these lists should check the corresponding items on Form 3. All checks drawn must be accounted for as either paid, outstanding, or canceled.

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Blank checks transferred to another officer must be accounted for by his receipt.

(e) An examination should be made of the paid vouchers that have not been forwarded to the chief of bureau, and comparison made with the check stubs or register of checks issued and with the entries in the cashbook or abstract of disbursements to see that they agree. All amounts received from sales, collections, or soldiers' deposits will be verified from the proper abstracts or records. Nothing in these instructions shall be construed as limiting the inspector's scrutiny of all disbursements, inquiring into the propriety of the expenditures, and verifying the correctness of the transactions.

(f) Checks for currency should be represented by cash vouchers. The excess of all cash received from checks or otherwise over the amount expended per vouchers, transferred to other officers, or deposited to the credit of the Treasurer of the United States, should be accounted for as replaced in a depository or as cash on hand.

(g) The check stubs or register of checks issued should be examined to ascertain if they are properly filled and required notations made.

(h) The cashbook must show all receipts from whatever source and that the disbursements, as well as the receipts, are entered in chronological order and under the proper appropriations. (R. S. 3643.) Cash receipts are to be entered daily in the cashbook (G. O. 58, W. D. 1914). The total of the amounts disbursed, transferred, deposited to the credit of the Treasurer of the United States, and such other items as may be admitted as expenditures, for the period covered by the inspection, deducted from the total of receipts from all sources as shown by the cashbook and the balance on hand at last inspection, will show the amount for which the officer is now accountable, and it should agree with the amount shown to be on hand by the statement of the distribution of funds.

(i) The amount of disbursements as shown by the cashbook or abstract of disbursements since the date of last inspection to the end of the month will be ascertained by deducting the amount included for that part of the month, as shown by entry on Form 28, from the total for the month. To this amount will be added under "Total disbursements," on Form 28, the disbursements month by month from the cashbook or accounts current. The total should check the total "Expended per vouchers,"

on Form 3, which should be the sum of the amounts so expended under the several depositaries, cash, and collections on vouchers.

(j) To the total amount of checks paid as shown by the bank statements received since last inspection add the amount of checks reported as now outstanding, and from their sum deduct the amount of checks reported as outstanding at last inspection, and the remainder will be the total amount of checks drawn since last inspection. (Form 28.)

(k) When the list of checks outstanding is received back from the depositary, it will be verified as follows:

The officer's balance, as reported by the depositary, should equal the sum of the balance reported by the officer (Form 3), plus the amount of checks not marked "Paid," plus any credits reported by the depositary not claimed on the officer's statement, minus any checks paid not listed (Form 3a).

(l) In the Statement of the Money Accountability, on Form 3, I. G. D., errors frequently arise from misunderstanding of what is meant by the expression "Cash from checks issued" and its counterpart, "Checks issued for cash." The latter expression includes all checks drawn by the disbursing officer in favor of himself, under A. R. 587 and 599, and the amounts of all such checks must be embraced in the entries in the lower half of the statement, under the depositary or depositaries on which drawn. "Cash from checks issued" is the total of all checks drawn by the disbursing officer in favor of himself under A. R. 587 and 599, during the period covered by the inspection, and this total should be entered in the debit or upper half of the Statement of Money Accountability in the "Cash" column on the line of "Cash from checks issued." This last-mentioned total should equal the sum of the amounts entered on the credit or lower half of the statement under the depositary headings on the line of "Checks issued for cash."

(m) When cash is deposited to the credit of the Treasurer of the United States, it should appear in the "Cash" column on the line "Deposited to the credit of Treasurer U. S.", on Form 3, and not on the line "Cash deposited."

(n) At each inspection of money accounts the inspecting officer should note on the back of the stub or on the back of the sheet of the register of checks issued on which the number of last check drawn appears the number of the last check included in the inspection, the balance on deposit in that depositary sub-

ject to check, and the total amount of checks outstanding on that depositary; also the amount of cash on hand, if any.

(o) In case of officers of the Quartermaster Corps inquiry will be made as to whether they have an active bond of correct amount, and if not bonded under new form authorized January 13, 1917, whether bond has been approved since date of present commission.

Inquiry will also be made in the case of officers of the Ordnance Officers' Reserve Corps on duty requiring accountability for public funds or public property, whether they are duly bonded in the amounts required. These officers are required to renew their bonds each year.

(p) Conventional signs used by inspectors on the stubs of checks or register of checks issued:

O means outstanding (at date of inspection).

✓ means paid (as reported by depositary).

X means canceled check (verified).

— means saw voucher.

It is desirable that inspectors have a uniform method of marking stubs and register of checks issued. Colored pencils (blue or green) will distinguish the inspector's marks from those of the disbursing officer.

SECTION IV.

INSPECTION OF PROPERTY FOR CONDEMNATION.

12. This duty will be performed by inspectors general, acting inspectors general, or by officers designated by the commander of a department, an independent brigade, a division, or higher administrative unit. The attention of inspectors is directed to paragraphs 903-914, Army Regulations, which will govern in making these inspections. Whenever a want of proper care in the preservation of Government property comes to the knowledge of the inspector, he will report the fact.

The necessary blank forms, which, with the directions thereon, have the force and effect of Army Regulations, will be furnished by the Inspector General of the Army.

SECTION V.

REPORTS AND MEMORANDUMS OF INSPECTIONS.

13. (a) The results of inspections will be communicated by inspectors to the commanders who ordered them, orally or in writing, as the latter may direct; and all written reports and memorandums of inspections, except of mine planters, cable ships, Army transports, and money accounts of disbursing officers, after remedial action has been taken by the commander who ordered the inspection, will be filed in the office of his inspector. When a report or memorandum of an inspection to be so filed contains any specially favorable or unfavorable mention of an officer, any special subjects required by higher authority to be included therein, or any matter beyond the power or authority of the commander who ordered the inspection to remedy, he will forward a memorandum or report containing an extract or extracts thereof and of the inspector's "conclusions" (A. R. 891) to the next higher commander. Extracts of matters requiring action of the War Department, of special subjects required by War Department instructions to be included in inspection reports or memorandums, of inspector's "conclusions," and of all favorable and unfavorable mention of officers will be forwarded by the highest commander in the chain to The Adjutant General of the Army.

(b) In the case of mine planters and cable ships, the complete report of inspection and report of remedial action, together with recommendations, will be forwarded to The Adjutant General of the Army by the commander who ordered the inspection.

(c) Reports of inspections of Army transports, together with reports of remedial action (A. R. 892) will be forwarded by the department commander to The Adjutant General of the Army.

(d) Reports of inspections of money accounts of disbursing officers, without the lists of checks outstanding, will, after the necessary action has been taken thereon, be forwarded by commanders to The Adjutant General of the Army. If the disbursing officer is serving at an arsenal, depot, or station not under

REPORTS AND MEMORANDUMS OF INSPECTIONS. 19

supervision of the commander of a department, division, army corps, or army in the field, the report will be sent by the inspector direct to the Inspector General of the Army.

(e) Reports of inspections of arsenals, depots, stations, etc., not under the supervision of commanders of departments, divisions, army corps, or armies in the field will be forwarded by the inspectors direct to the Inspector General of the Army.

(f) The Adjutant General of the Army will send all reports and memorandums of inspections and all reports of remedial action pertaining to same, received in his office under the provisions of this paragraph, to the Inspector General of the Army, who will take up with a view to necessary action all matters therein which require correction. All reports and memorandums of inspections referred to in this paragraph, except as indicated in section (a), all reports of tactical inspections under A. R. 193, subparagraph 7, and A. R. 194, subparagraph 5, and all reports of remedial action pertaining to same, will be filed in the office of the Inspector General.



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